

Operating and Maintenance Instructions

Acoustic Panel Screen / Door



Composite panels have no moving parts and therefore require no lubrication or routine maintenance.

All composite panels are furnished rigidly constructed, well made and free of any defects in materials or workmanship. To ensure continuing proper operation, the screen should be visually inspected at least once a year to verify that:

- Composite panels are undamaged and remain true and parallel.
- No physical defects or impact damage has occurred that affects the integrity of the screen.

In the event that debris must be cleaned or wiped clean from the composite panels, the debris should be vacuum cleaned or wiped clean with a cloth dampened in a mild detergent solution. In no event should solutions be used to clean the panels.

Where doors are fitted in screens the following checks should be undertaken on a monthly basis:

- Check all fixings are secure.
- Lubricate door hinges - light machinery oil.
- Wash the surface of the door and frame with warm soapy water or mild detergent and wipe dry.
- Lubricate locking points and cylinder if supplied.

Composite panel screens to be visually inspected in line with the plant inspections as per the below maintenance schedule.

In the event that any breaks or gaps are found in the screen:

- The building management team will be alerted. The screen is located at ground level within the car park, and so any damage will be noticed quickly.
 - The building manager will alert Bruntwood's; in house maintenance team, who will assess the damage to the screen within two working days.
 - If the damage cannot be easily and fully repaired (which will include consideration as to whether any gaps would remain which would compromise the acoustic attenuation properties of the screen), the subcontractor that installed the screen will be contacted and asked to visit the site to assess the damage and specify the required repair, and any replacement of screen sections.
 - The timeframe for repair (where subcontractor is required) will be dependent to an extent on the subcontractor's availability, however the maintenance team will endeavor to ensure that the subcontractor completes the work as soon as possible.
 - Utilising the same subcontractor that installed the screen, and the same manufacturer specification of the screen (and any replacement parts) will ensure that the acoustic performance of the screen is maintained following the repair.
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- The responsibility for maintaining the plant screen lies with the building owner (Bruntwood) rather than the restaurant operator, so any changes of operator would not impact upon the maintenance strategy.
 - In the unlikely event that the ownership of the building does change, any future owner would still be bound by the requirements of COndition 4 as attached to application ref no 129272/FO/2021, and any subsequent discharge of this condition via application ref no CDN/23/0149.

FM NO	Booked?	Date Due	Building	Frequency	Type	Description	Engineers	Notes/Comments	Complete Yes/No
18388/18389	Yes	Apr-23	Union House	4 Monthly	Minor	All Floors	LB,DL,MVZ,JS	Working Order	Yes
18388/18389	Yes	Aug-23	Union House	4 Monthly	Major	All Floors	LB,DL,MVZ,JS	Working Order	Yes
		Dec-23	Union House	4 Monthly	Filter	All Floors			